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PART III—SECTION 4

Miscellaneous Notifications including Notifications, Orders, Advertisements
and Notices issued by Statutory Bodies

STATE BANK OF SAURASHTRA

Bhavnagar, the 12th August 1963

No. 22—With reference to the Bank's Notification No. 4, dated the 15th April 1961, it is hereby notified that the State Bank of Saurashtra has continued the appointment of Shri C. K. Vatsaraj as Deputy General Manager of the Bank up to the 11th of September 1966.

R. L. SOPARIWALA
General Manager

STATE BANK OF MYSORE

Bangalore, the 30th August 1963

NOTICE

The Share Transfer Books of the State Bank of Mysore will remain closed from 23rd September 1963 to 28th September 1963 (inclusive) for payment of interim dividend for the half year ended 30th June 1963 to the Shareholders registered in the books of the Bank as on 22nd September 1963.

A. KRISHNAMURTHI
General Manager

MINISTRY OF LABOUR AND EMPLOYMENT
Office of the Chief Inspector of Mines

Dhanbad, the 31st August 1963

Order under Section 6(3) of the Mines Act, 1952.

No. 4(1)/63-Genl/43002-G—In exercise of the powers conferred on me under Section 6(3) of the Mines Act, 1952 and in continuation of this office Notification No. 4(1)/63-Genl/37203-G, dated the 25th July 1963, I, Shri G. S. Jabbi, Chief Inspector of Mines do hereby declare the local area or areas within which following persons who have been appointed Inspector of Mines under Section 5(1) of the Mines Act, shall generally exercise their respective powers under the Mines Act, 1952, and under the Rules and Regulations made thereunder, as follows :—

Designation of Officers & Area of Jurisdiction

8. Inspector of Mines (Medical), Dhanbad—The whole of India.

9. Assistant Inspector of Mines (Medical) and Jr. Labour Inspector of Mines—The respective inspection regions/areas where they are posted.

10. Inspectors of Mines (Mechanical)—The respective areas allotted to them.

11. Electrical Inspector of Mines posted in Headquarters of the Office of the Chief Inspector of Mines, Dhanbad—The whole of India.

12. Electrical Inspectors of Mines, posted in the circles—The respective Electrical Inspection Circles.

13. Jr. Electrical Inspectors of Mines posted in the Circles—The respective Electrical Inspection Circles.

G. S. JABBI
Chief Inspector of Mines

THE BAR COUNCIL OF INDIA

New Delhi-1, the 2nd September 1963

Resolution No. 400/1963—In exercise of the powers conferred on the Bar Council of India under proviso (v) of Section 24 (1)(d) of the Advocates Act, 1961, the Bar Council of India hereby resolves to exempt the following classes of persons from the provisions of clause (d) of Section 24(1) :—

(1) Vakils, pleaders and attorneys who are not law graduates but who have been practising as such for one year or more prior to 28th February 1963 and who have obtained a degree in law thereafter from any University recognised by the Bar Council of India under Section 24(1)(c) of the Act;

(2) Barristers who have practised law for one year or more outside the territory of India before 28th February 1963.

A. N. VEERARAGHAVAN
Secretary

INSTITUTE OF CHARTERED ACCOUNTANTS
OF INDIA

New Delhi-1, the 5th September 1963

No. 1-CA(23)/61—The following draft of certain amendments to the Chartered Accountants Regulations, 1949, which it is proposed to make in exercise of the powers conferred by sub-sections (1) and (3) of Section 30 of the Chartered Accountants Act, 1949 (XXXVIII of 1949), is published for information of all persons likely to be affected thereby and notice is hereby given that the draft will be taken up for consideration on or after the 9th November 1963.

Any objection or suggestion which may be received from any person with respect to the said draft before the date specified will be considered by the Council of the Institute of Chartered Accountants of India, New Delhi.

In the said Regulations :—

I. After Regulation 39, insert the following :—

“39A. (1) In the case of an articled clerk starting service on or after 1st February 1964, the employer shall terminate the service of the articled clerk if—

(i) the articled clerk has been classified as a bad failure at the Intermediate Examination; has

been given a warning to improve his performance but fails to pass the said examination at the next two consecutive attempts; or

- (ii) the article clerk fails to pass in the Intermediate Examination at any of the six examinations held immediately after he became entitled to appear in the said examination.

Explanation : For the purpose of this sub-regulation, a candidate shall be classified as a "bad failure" at the Intermediate Examination, if he secures less than 30 per cent marks in the aggregate.

(2) A notice of two months terminating the service shall be given by the employer. The notice shall be given within one month of the date of the publication of the result of the Intermediate Examination at which the article clerk ought to have passed either under clause (i) or clause (ii) of sub-regulation (1).

(3) The article clerk, before the expiry of the notice terminating the service, may make an appeal to the Council.

(4) The Council, after giving an opportunity to the employer and the article clerk of being heard, may pass such orders as it may think fit and communicate it to the employer and the article clerk.

(5) The order of the Council shall be final.

(6) If the article clerk has preferred an appeal, the notice terminating the service shall be deemed to have been suspended from the date of the receipt of the appeal by the Council until the order of the Council disposing of the appeal is communicated to the parties.

(7) If the appeal is dismissed, the service shall be terminated on the expiry of the notice after making allowance for the period during which the notice was deemed to have remained suspended.

(8) After the article clerk has been discharged by the employer, he shall not be allowed to appear in any of the Institute's examinations. He shall also be not engaged as an article clerk by any other member of the Institute."

II. After Regulation 42A(9), insert the following :

"42A(10). (a) In the case of an audit clerk starting service on or after 1st February, 1964, the employer shall terminate the service of the audit clerk if—

- (i) the audit clerk has been classified as a bad failure at the Intermediate Examination; has been given a warning to improve his performance but fails to pass the said examination at the next two consecutive attempts; or

- (ii) the audit clerk fails to pass in the Intermediate Examination at any of the six examinations held immediately after he became entitled to appear in the said examination.

Explanation : For the purpose of this sub-regulation, a candidate shall be classified as a "bad failure" at the Intermediate Examination, if he secures less than 30 per cent marks in the aggregate.

(b) A notice of two months terminating the service shall be given by the employer. The notice shall be given within one month of the date of the publication of the result of the Intermediate Examination at which the audit clerk ought to have passed either under clause (i) or clause (ii) of sub-regulation (a).

(c) The audit clerk, before the expiry of the notice terminating the service, may make an appeal to the Council.

(d) The Council, after giving an opportunity to the employer and the audit clerk of being heard, may pass such orders as it may think fit and communicate it to the employer and the audit clerk.

(e) The order of the Council shall be final.

(f) If the audit clerk has preferred an appeal, the notice terminating the service shall be deemed to have been suspended from the date of the receipt of the appeal by the Council until the order of the Council disposing of the appeal is communicated to the parties.

(g) If the appeal is dismissed, the service shall be terminated on the expiry of the notice after making allowance for the period during which the notice was deemed to have remained suspended.

(h) After the audit clerk has been discharged by the employer, he shall not be allowed to appear in any of the Institute's examinations. He shall also be not engaged as an audit clerk by any other member of the Institute."

III. In Regulation 19A, between the existing first and second provisos to clause (b) (ii), insert the following :

"Provided further that a candidate who had started his service on or after 1st February 1964, shall not be admitted to the Intermediate Examination if he fails to pass at any of the six examinations held immediately after he became entitled to appear in the said examination."

IV. In Regulation 20, before the last proviso of Clause (ii), add the following :—

"Provided further that a candidate who had started his service on or after 1st February 1964, shall not be admitted to the Final Examination if he fails to pass at any of the six examinations held immediately after he became entitled to appear in the said examination, provided that if he passes in one Group, he shall be allowed six more attempts at the immediately following next six examinations to pass the other Group."

B. R. MALHOTRA
Secretary

OIL AND NATURAL GAS COMMISSION

Directorate of Administration and Secretariat

Dehra Dun, the 7th August 1963

No. 17(12)/62-Regulation—In exercise of the powers conferred by Regulation (c) of the Oil & Natural Gas Commission (Pay, Allowances and Terms and Conditions of Appointment and Service) Regulations, 1962, the Oil & Natural Gas Commission hereby makes the following supplementary regulations for the grant of leave to its employees.

THE OIL & NATURAL GAS COMMISSION LEAVE REGULATIONS, 1963

Title

Regulation 1.—These Regulations shall be called the Oil and Natural Gas Commission Leave Regulations, 1963. They shall come into force at once.

Applicability

Regulation 2.—These Regulations shall apply to all employees of the Oil & Natural Gas Commission as defined herein below.

Definitions

Regulation 3.—In these Regulations, unless the context otherwise requires :—

- (a) "The Commission" means the Oil & Natural Gas Commission, established under the Oil & Natural Gas Commission Act, 1959 (Act 43 of 1959).
- (b) "Employees" means any person appointed to any service or post in connection with the affairs of the Commission, except;
 - (i) persons appointed on foreign service;
 - (ii) persons not in whole-time employment of the Commission;
 - (iii) persons paid from Contingencies;
 - (iv) apprentices who are under-training and to whom no assurance has been extended for employment after completion of the training; and
 - (v) any other person or class of persons who may be specifically excluded by and under orders of the Commission from the scope of these Regulations.
- (c) "Competent Authority" in relation to the exercise of any power, means the Authority to which such power has been delegated by or under these Regulations.
- (d) "Continuous Service" of a specified period means the service rendered under the Commission for that period without any break and includes periods spent on duty as well as on leave including extraordinary leave.

Leave not to be claimed as of Right

Regulation 4.—No leave can be claimed as a matter of right and full discretion shall rest with the Authority competent to grant leave, to refuse or revoke such leave at any time according to the exigencies of Commission's service.

Note.—The provision of this Regulation shall not, however, be interpreted in such a way as to abridge the leave entitlements of the employees and as far as possible,

employees should be encouraged to take leave regularly at intervals.

Recall from Leave

Regulation 5.—The authority competent to sanction leave shall have discretion to recall an employee to duty before the expiry of his leave, if the exigencies of the Commission's work so require. If an employee is out of the headquarters at the time of recall, and the return to duty is compulsory, he shall be treated as on duty from the date on which he starts for the station to which he is ordered to report, but until he joins duty, he shall continue to get leave salary only. In the event of recall from leave compulsorily, T.A. will be admissible in accordance with relevant rules in force from time to time.

Types of Leave

Regulation 6.—The following types of leave shall be admissible to the employees :—

- (i) Casual leave.
- (ii) Special Casual leave.
- (iii) Earned leave.
- (iv) Half pay leave/commuted leave.
- (v) Extraordinary leave.
- (vi) Study leave.
- (vii) Quarantine leave.
- (viii) Accident and Disability leave.
- (ix) Maternity leave (for female employees).

Sundays & Holidays

Regulation 7.—(1) Sundays or holidays immediately preceding or following any kind of leave shall be deemed to be prefixed or suffixed to that leave in the normal course unless specifically ordered otherwise by the leave sanctioning authority. They shall, therefore, not be counted as part of the leave.

(2) A Sunday or holiday falling between the first and the last day of any leave period other than casual leave shall count as part of the leave.

Combination of Leave

Regulation 8.—Except where it is expressly provided otherwise in these Regulations, any kind of leave sanctioned under these Regulations may be granted in combination with or in continuation of another kind of leave.

Leave

Regulation 9.—A leave account showing the various types of leave availed of shall be maintained in such form as may be prescribed therefor by the Financial Adviser and Chief Accounts Officer and the leave due and the balance at credit shall be worked out therein on each occasion, leave is applied for.

Casual Leave

Regulation 10.—(1) Casual leave up to a maximum of 12 days in each calendar year shall be admissible to cover the casual absence of an employee for personal reasons.

Provided that the period of Casual Leave admissible to the employees working in the projects, located in the eastern Region (Assam) shall be 15 days in a calendar year.

(2) Such leave shall be treated as duty for all purposes like fixation of pay, grant of increment, payment of salary etc.

(3) Casual leave cannot be combined with any other kind of leave enumerated above and the period of casual leave immediately preceding or following any other type of leave shall be deemed to be a part of such leave.

(4) Sundays, holidays and any other "weekly off-days" falling before, after or within the period of casual leave shall not be counted as part of the casual leave.

Special Casual Leave

Regulation 11.—(1) An employee who has completed at least one year's service in the Commission may be granted special casual leave up to a maximum of 30 days in each calendar year, in exceptional circumstances of the following nature :—

- (a) Where any employee is not able to attend office due to civil disturbances, curfews or transport strikes and no casual leave is due to him;

(b) for participation in sporting events of national or international importance in a representative capacity;

(c) for participating in Inter-departmental tournaments in a representative capacity. In such cases the period of special casual leave shall not exceed 10 days in any one calendar year;

(d) to employees who donate blood to a recognised institution on a working day for that day;

(e) to persons undergoing sterilisation operation under the Family Planning Scheme. In such cases the period of special casual leave shall not exceed 6 working days.

(f) for attending annual general meetings and participating in activities of associations/unions recognised by the Commission. In such cases, special casual leave shall be granted up to a maximum of 10 days in a calendar year. Only Office-bearers of the association/union shall be entitled to special casual leave under this clause;

(g) for participating in Territorial Army camps for a period of not exceeding 14 days in one calendar year. Only such employees of the Commission who have been permitted by the Commission to join the Territorial Army shall be entitled to leave under this clause; and

(h) in any other case, as the Commission may, by order, decide.

(2) Provisions of Regulations 10 (2) and 10 (3) above shall apply *mutatis mutandis* in case of special casual leave also.

Earned Leave

Regulation 12.—(1) Earned leave shall be admissible to an employee at the rate of 1/22nd of the period spent on duty in the first year and 1/11th of the period spent on duty thereafter.

(2) An employee shall cease to earn leave under this Regulation when the leave earned amounts to 180 days.

(3) The maximum amount of earned leave that may be granted to an employee on any single occasion shall not be more than 120 days.

(4) In the event of an employee quitting the service of the Commission either by resignation or on attaining the age of superannuation or otherwise except as a result of disciplinary proceedings, he shall be entitled to avail of the entire period of leave earned by him up to the last day of his duty, subject to a maximum of 120 days.

(5) During the period of earned leave an employee shall be entitled to the same pay as was admissible to him on the day immediately preceding the date of commencement of such leave, provided the leave sanctioning authority certifies in writing that but for his proceeding on leave he would have continued to hold that post.

(6) In case the post from which an employee proceeded on earned leave was held by him in a purely temporary arrangement and the leave sanctioning authority does not certify that he would have continued to hold that post but for his proceeding on leave, he shall be entitled, for the first one month of his earned leave to the same pay that he drew on the date immediately preceding the date of commencement of his earned leave i.e. the pay in the higher post; and for the remaining spell, he shall be entitled to the pay that he would have drawn on this date in his own post, had he not been holding the higher post under the temporary arrangement.

Half Pay Leave & Commuted Leave

Regulation 13.—(1) Half pay leave shall be admissible to an employee of the Commission at the rate of 20 days for each completed year of his service under the Commission.

(2) During the period of half pay leave, an employee shall be entitled to half the leave salary that would have been admissible to him had he been on earned leave during the period.

(3) It shall be open to an employee to convert his half pay leave into Commuted leave, not exceeding

half the amount of the Half pay leave due to him, subject to the following conditions :—

- (a) that the leave is required on medical grounds, duly supported by a Medical Certificate;
- (b) twice the amount of Commuted leave granted is debited against the Half pay leave due to him;
- (c) the total duration of Commuted leave so availed during the entire service does not exceed 240 days; and
- (d) the total duration of earned leave and commuted leave taken in continuation thereof on any single occasion does not exceed 240 days.

Note.—An employee shall be entitled to the same leave salary during the period of commuted leave to which he would have been entitled had he been on earned leave.

Extraordinary Leave

Regulation 14.—(1) Extraordinary leave shall be admissible to an employee in special circumstances when :—

- (a) no other kind of leave is admissible under these regulations, or
- (b) other kind of leave being admissible, the employee applies in writing for the grant of extraordinary leave.

(2) The period of extraordinary leave granted on any one occasion shall not normally exceed 90 days, except under the circumstances defined below :—

- (a) if such leave is availed of on medical grounds duly supported by Medical Certificate, the maximum period admissible shall be 180 days.
- (b) in case such leave is required for undergoing treatment for the following diseases, the limit shall be 18 months :—
 - (i) pulmonary tuberculosis, if the application for leave is supported with a certificate from a specialist in tuberculosis;
 - (ii) tuberculosis of any other part of the body, if the application is supported with a certificate from a qualified tuberculosis specialist or a Civil Surgeon; or
 - (iii) leprosy in a recognised leprosy institution or by a Civil Surgeon or a Specialist in leprosy recognised by the Commission and the application for leave is supported with a certificate from the Medical Officer concerned;

Provided that leave up to 18 months may be sanctioned under this sub-regulation only if the employee has put in one year's service in the Commission on the date of proceeding on leave or on the date of expiry of the leave otherwise due and admissible under these regulations.

- (c) In case such leave is required for prosecuting studies, certified to be in the interest of the Commission, the limit shall be 24 months;

Provided that the employee concerned has completed one year's continuous service on the date of proceeding on leave or on the date of expiry of the leave otherwise due and admissible under these regulations; and

Provided further that the employee who is granted such leave is required to execute a bond in the form at Annexure I.

Note.—These limitations can be relaxed if the competent authority is satisfied that there are good and valid reasons to be recorded in writing for doing so.

(3) The competent authority may at its discretion convert retrospectively a period of absence from duty without leave into extraordinary leave.

(4) No leave salary shall be admissible during the period of extraordinary leave.

Study Leave

Regulation 15.—(1) Study leave may be granted to an employee to enable him to undergo, in or out of India, a special course of study consisting of higher

studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duties or to undertake a course of training or study tour;

Provided it is certified by the authority competent to sanction study leave that the proposed course of study or training shall be of definite advantage from the point of view of Commission's interest.

(2) Study leave out of India shall not be granted for prosecution of studies for which adequate facilities exist in India. In such a case, therefore, the sanctioning authorities shall be required to record a certificate to the effect that in sanctioning study leave out of India they have satisfied themselves that adequate facilities do not so exist.

(3) Such leave shall be granted only to those employees who have completed at least 5 years' service under the Commission. Employees who have attained/crossed the age of 50 years shall not ordinarily be considered for the grant of study leave.

(4) The duration of study leave shall not exceed 2 years during the entire period of an employee's service.

(5) Study leave may be combined with other kinds of leave due and admissible to an employee under these regulations provided that the grant of such leave in combination with any leave other than extraordinary leave does not exceed 28 months.

(6) During the period of study leave an employee shall be entitled to the same leave salary as he would have been entitled to, had he been on half pay leave during that period.

(7) No study allowance shall be admissible during the period of Study leave in addition to leave salary. The employee may, however, retain any scholarship or stipend that may be awarded to him from any other source for prosecuting the course of study/training, in addition to his leave salary.

(8) An employee who is granted study leave shall be required to execute a bond in the form at Annexure II to these Regulations. If he resigns or otherwise quits service of his own accord at any time within a period of 3 years from the date of expiry of the Study leave, he shall be required to refund the entire leave salary paid to him during the period of the Study leave.

Quarantine Leave

Regulation 16.—(1) Quarantine leave may be granted to an employee of the Commission who is required not to attend the office in consequence of the presence of an infectious disease in his family.

(2) The maximum period of Quarantine leave admissible at a time is 21 days, which may be extended up to 30 days in exceptional circumstances and is not debitable to the Leave account.

(3) Quarantine leave shall be admissible in cases of Cholera, Small pox, Plague, Diphtheria, Typhus fever and Cerebrospinal Meningitis.

(4) Quarantine leave is not admissible in a case in which the employee himself is suffering from the infectious disease. In such cases, the employee should be given the leave otherwise due to him under these Regulations.

(5) The rate of Leave salary during Quarantine leave shall be the same as that admissible during Earned leave under these Regulations.

(6) Quarantine leave may be combined with any other kind of leave except Casual leave/Special Casual leave.

Accident & Disability Leave

Regulation 17.—(1) A competent authority may grant Accident and Disability leave to an employee, who is disabled by injury intentionally inflicted or caused in or in consequence of, or accidentally incurred in or in consequence of, due performance of his official duties, or in consequence of his official position. Such leave shall not be debitable to the leave account.

(2) Such leave shall not be granted unless the accident has been reported by the employee at the time of its occurrence and the Disability manifests itself within 3 months of that occurrence.

Provided that the limit of 3 months may be relaxed by the Competent Authority on merits, if it is satisfied as to the cause of disability.

(3) Accident and Disability leave may be combined with any other kind of leave other than Casual/Special Casual leave. Accident and Disability leave shall be granted on the recommendations of the Medical Authority as defined in the ONGC Medical Examination Regulations, and the period of leave shall be such as is certified by him to be necessary for the recovery of the employee, but shall, in no case, exceed 24 months.

(4) Accident and Disability leave may be granted to an employee more than once if the Disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months' leave shall be granted in consequence of any one disability.

(5) The leave salary admissible during the period of Accident and disability leave shall be :—

(a) for the first 120 days of such leave, the leave salary admissible during Earned leave under these Regulations, and

(b) for the remaining period of such leave, the leave salary admissible during Half pay leave;

Provided that the employee may be permitted to avail of such Earned leave as may be otherwise due and admissible to him under these Regulations, instead of proceeding on Disability leave on Half pay, if he so desires.

(6) The total period of accident and disability leave during which an employee receives leave salary under sub-clause (5) (a) above, shall not exceed 120 days for any one accident/disability, irrespective of whether such accident and disability leave is granted in one instalment or more. This limit of 120 days shall not, however, include the period of Earned leave which may be availed of by an employee under the proviso to sub-Regulation (5).

(7) In the case of person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this Regulation shall be reduced by the amount of compensation payable under that Act.

(8) Where the Accident or Disability referred to in this Regulation, has resulted clearly due to the fault/negligence of the employee, the Authority competent to sanction leave may, at its discretion, cover the period of absence, in part by granting leave under this Regulation and in part by granting other kind of leave due to him, and the amount of Accident and Disability leave granted on leave salary equal to that admissible during Earned leave may be less than 120 days.

Maternity Leave

Regulation 18.—(1) Maternity leave shall be admissible to a female employee of the Commission for a maximum period of 90 days in respect of any one confinement, duly supported by a Medical Certificate.

(2) Such leave for a period not exceeding 42 days may also be granted in the case of miscarriage or abortion, duly supported by a Medical Certificate.

(3) Maternity leave will not be debited to the Leave Account and may be combined with any other kind of leave except Casual/Special Casual leave.

(4) Leave salary admissible during Maternity leave shall be the same as that admissible during the Earned leave under these Regulations.

Advance of Leave Salary

Regulation 19.—The Authority competent to sanction leave may grant an advance of Leave salary to an employee of the Commission proceeding on leave for a period of 30 days or more, subject to its adjustment from the pay/Leave salary paid to the employee subsequent to the grant of such leave salary advance.

Note.—The amount of Leave salary advance should be restricted to the net amount of leave salary which may be admissible for the first month of leave after taking into account the deductions required to be made from the monthly emoluments.

Residuary Powers

Regulation 20.—Cases not covered by, or requiring relaxation of these Regulations, or where any doubt has arisen regarding the interpretation thereof, shall be referred to the Commission for orders/clarification, who shall decide each case on its merits.

D. D. GUPTA

Director of Administration and Secretary,
Oil & Natural Gas Commission

ANNEXURE I [REG. 14(2) (c)] BOND FOR COMMISSION'S EMPLOYEES GRANTED EXTRAORDINARY LEAVE FOR STUDY IN INDIA OR ABROAD

KNOW ALL MEN BY THESE PRESENT, THAT

I, Mr./Mrs./Miss.....S/o/W/o/D/o.....
.....of....., at present
employed as.....in the ONGC do
hereby firmly bind myself and my heirs, executors and
administrators, to pay to the ONGC, its successors and
assigns (hereinafter called "the Commission") on
demand the sum of Rs.....

Dated this.....day of.....one
thousand nine hundred and.....

WHEREAS the Commission has, at the request of
the above-bounden Mr./Mrs./Miss.....,
employed as a.....granted him/her regular
leave, followed by extraordinary leave without pay and
allowances, for a period of.....months
.....days with effect from.....or
order to enable him/her to study at.....AND
WHEREAS the Commission has appointed/will have to
appoint a substitute to perform the duties of.....
during the period of absence of Mr./Mrs./Miss.....
.....on extraordinary leave.

AND WHEREAS it has been agreed between the
bounden Mr./Mrs./Miss.....and the
Commission that for the better protection of the interest
of the Commission, the said Mr./Mrs./Miss.....
should execute such bond as above written and with
such condition as is hereunder written.

NOW THE CONDITION OF THE ABOVE WRIT-
TEN OBLIGATION IS THAT in the event of the above
bounden, Mr./Mrs./Miss.....failing to
rejoin on the expiry of the period of extraordinary
leave post originally held by him/her and serve the
Commission after rejoining for such period not exceed-
ing a period of.....years as the
Commission may require or refusing to serve the
Commission in any other capacity as may be required
by the Commission on the existing terms and conditions
and on a salary which he/she would have ordinarily
drawn if he/she would have been granted leave for
study purposes, the said Mr./Mrs./Miss.....
or his/her heirs, executors and administrators shall forth-
with pay to the Commission on demand the said sum
of Rs.....

AND upon his/her making such payment, the above
written obligation shall be void and of no effect,
otherwise it shall be and remain in full force and virtue.

THIS BOND shall in all respects be governed by the
laws of India for the time being in force and the rights
and liabilities hereunder shall, where necessary, be
accordingly determined by the appropriate courts in
India.

IN WITNESS to the above written bond and the
condition therefor I, Mr./Mrs./Miss.....have
hereunto set my hands the.....day of.....
.....one thousand nine hundred and.....

Signed and delivered by the
above bounden Mr./Mrs./Miss.....
in the presence of.....

ANNEXURE II [REG. 15(8)] BOND FOR COMMISSION'S EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE LEAVE RULES

KNOW ALL MEN BY THESE PRESENT THAT I
.....resident of.....in the
District of.....at present employed
as.....in the ONGC do hereby
bind myself and my heirs executors and administrators
to pay to the ONGC its successors and assigns (herein-
after called "the Commission") on demand the amount
expended in respect of leave salary study allowance, cost
of fees, travelling and other expenses on account of my
having been granted study leave under the Study leave
Rules as amended from time to time together with
interest thereon from the date of demand at Commission
rates for the time being in force on Commission's loans
or, if payment is made in a country other than India,
the equivalent of the said amount in the currency of
that country converted at the official rate of exchange
between that country and India.

Dated this.....day of.....
one thousand nine hundred and.....

WHEREAS the above bounden.....
is granted study leave by the Commission.

NOW THE CONDITION OF THE ABOVE OBLIGATION IS THAT in the event of the above bounden.....resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after his return to duty he shall forthwith refund to the Commission or as may be directed by the Commission on demand all moneys paid to him or expended on his account in respect of the leave salary, study allowance, cost of fees, travelling and other expenses on account of his having been granted study leave as aforesaid (and as to the amount so to be refunded the decision of the Commission shall be final) together with interest thereon from the date of demand at Commission's rates for the time being in force on the Commission's loans.

AND upon the above bounden..... making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed and delivered by the above
bounden.....
in the presence of.....

BEFORE THE RAILWAY RATES TRIBUNAL AT MADRAS

[Public Notice under Rule 19(3) and (4) of the Railway Rates Tribunal Rules, 1959.]

Complaint No. 4 of 1963

The West Coast Paper Mills Ltd.—Complainant
Vs.

The Union of India owning the
Southern Railway and represented
by its General Manager, Madras—Respondent

Whereas the complainant abovenamed has made a complaint under Section 41(1) of the Indian Railways Act (1890) that the freight rates charged between Alnavar and the complainant's mills at Dandeli on the basis of discontinuous mileage and at flat rates as fresh bookings over the Alnavar-Dandeli section in respect of commodities consigned to or from the complainant's mills at Dandeli from or to other stations beyond the section is unjust, unreasonable and discriminatory and has prayed for a direction to the respondent to apply tariff rates on complainant's traffic to and from the different stations beyond the section on a continuous mileage or actual distance basis and for granting such a relief from the date of this complaint, viz. 22-7-1963.

And whereas it is thought that there are numerous persons who are not on record but may have the same interest in the proceedings as the complainant or respondent abovenamed.

This public notice is, therefore, given under Rule 19(3) and (4) of the Railway Rates Tribunal Rules, 1959, so that any person who so desires may petition the Tribunal within 30 days of the publication of this notice for leave to intervene in support of or opposition to the reliefs sought in the complaint or to be added on the side of the complainant or the respondent setting forth the grounds of the proposed intervention and the position and the interest of the petitioner in the proceedings or the grounds for being added as a party in the said case. Any decision given by the Tribunal after this Public Notice shall apply to all such persons.

Given under my hand and the seal of the Tribunal this 2nd day of September 1963, at "Adyar House", Madras-28.

"Seal of the Tribunal".

V. C. RAJAGOPAL
Secretary
Railway Rates Tribunal

THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

Calcutta, the 5th September 1963

No. 1-CWA(4)/63—In pursuance of sub-section (5) of Section 18 of the Cost and Works Accountants Act, 1959, (Act No. 23 of 1959), the Annual Report of the Council of the Institute of Cost and Works Accountants of India and the audited accounts of the

said Institute for the year ended 31st March 1963 are hereby published for general information :

FOURTH ANNUAL REPORT OF THE COUNCIL OF THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

(Issued under Section 18(5) of the Cost and Works Accountants Act, 1959)

The Council of the Institute of Cost and Works Accountants of India has pleasure in submitting, as required under Section 18(5) of the Cost and Works Accountants Act, 1959, the Fourth Annual Report of the Council along with the audited accounts of the Institute for the year ended 31st March 1963.

Council

The First Council constituted under Section 9 of the Cost and Works Accountants Act, 1959, details of which were mentioned in the last Report, stood dissolved and the Second Council was constituted as required under the provisions of Section 9 of the Act. Elections for the constitution of the Second Council were held on 29th June 1962. The members elected to the Second Council, including those nominated by Central Government under Section 9(2)(b), are :

Shri G. Basu—Nominated
Shri J. N. Bose—Eastern India Region
Shri N. K. Bose—Eastern India Region
Shri D. D. Kalra—Northern India Region
Shri N. Krishnan—Nominated
Shri A. Mercer—Nominated
Shri K. Nagaswami—Northern India Region
Shri R. Nanabhoy—Western India Region
Shri V. C. Rangadurai—Southern India Region
Shri N. K. Roy—Eastern India Region
Shri R. S. Sadasiva Iyer—Western India Region
Shri V. Satyamurti—Nominated
Shri B. K. Shome—Eastern India Region
Shri V. Srinivasan—Western India Region
Shri V. K. Srinivasan—Southern India Region
Shri L. Swaminathan—Eastern India Region

The Second Council assumed office on 22nd July 1962, the date of its First Meeting, and will continue to hold it up to 21st July 1965.

Shri A. Mercer, a nominated member, resigned from the Council in March 1963 and the Central Government was pleased to nominate Shri N. S. Venkatakrishnan, a Fellow Member of the Institute, in his place. The Council places on record its appreciation of the valuable services rendered by Shri A. Mercer, not only during his long association with the dissolved company, but thereafter with this Institute.

President and Vice-President

At the Eleventh Meeting of the Council held on 22nd July 1962 Shri V. Srinivasan (Bombay) and Shri D. D. Kalra (Udaipur) were unanimously elected the President and Vice-President, respectively, for the period ending 21st July 1963 under the provisions of sub-Section (1) of Section 12 of the Cost and Works Accountants Act, 1959.

Committees

The following Standing Committees were constituted under Section 17(1) of the Act to hold office during the term of the Second Council :

Executive Committee

Shri V. Srinivasan (Bombay), President, *ex-officio*,
Chairman
Shri D. D. Kalra (Udaipur), Vice-President, *ex-officio*
Shri G. Basu (Calcutta)
Shri J. N. Bose (Calcutta)
Shri V. K. Srinivasan (Madras).

Examination Committee

Shri D. D. Kalra (Udaipur), Vice-President, *ex-officio*, Chairman
Shri V. C. Rangadurai (Bangalore)
Shri N. K. Roy (Calcutta).

Disciplinary Committee

Shri V. Srinivasan (Bombay), President, *ex-officio*,
Chairman
Shri N. Krishnan (New Delhi), nominated by
Central Government
Shri A. Mercer, Calcutta.

The following other Committees were also constituted under Section 17(2) of the Act to hold office during the term of the Second Council :

Training & Educational Facilities Committee

Shri V. Srinivasan (Bombay), Chairman
Shri N. K. Bose (Calcutta)
Shri K. Nagaswami (New Delhi)
Shri R. S. Sadasiva Iyer (Bombay)
Shri B. K. Shome (Calcutta)
Shri V. K. Srinivasan (Madras)
Shri L. Swaminathan (Calcutta).

Research & Publications Committee

Shri D. D. Kalra (Udaipur), Chairman
Shri J. N. Bose (Calcutta)
Shri R. Nanabhoy (Bombay)
Shri R. S. Sadasiva Iyer (Bombay)
Shri L. Swaminathan (Calcutta).

The following is a record of the number of meetings held by the Council and various Committees during the period from 1st April 1962 to 31st March 1963 :

Council—Four.
Executive Committee—One.
Disciplinary Committee— —.
Examination Committee—Five.
Training & Educational Facilities Committee—Four.
Research & Publications Committee—Two.

Office of the Institute

Shri S. N. Ghose, B.Sc., A.C.W.A., A.I.C.W.A., continues as Secretary of the Council, and the three Assistant Secretaries, Shri B. C. Chakraborti, Shri N. N. Mukherjee and Shri N. K. Raman also continue to be in office.

Membership

	<i>Fellows</i>	<i>Associates</i>	<i>Total</i>
As per last Report	66	493	559
Additions during the year :			
Under Section 4(1)(ii)		+133	+133
Under Section 4(1)(v)		+14	+14
	66	640	706
Under Section 5(4)	+6	—6	—
Under Regulation 17 (Restoration)		+1	+1
	72	635	707
<i>Removals</i>			
Under Section 20(1) (a)	—1	—2	—3
Under Section 20(1) (b)	—	—	—
Under Section 20(1) (c)	—	—4	—4
	71	629	700

The Council has for purposes of clauses (ii), (iv) and (v) of sub-Section (1) of Section 4 of the Act, prescribed that a person who applies for membership of the Institute, shall in addition to passing the Final Examination of the Institute or of the dissolved company, or an examination recognized by the Council as equivalent thereto, be required to produce evidence to the satisfaction of the Council that he, on the date of his application, has acquired practical experience for a period of not less than three years in a responsible position in any one or more industrial units covering different branches of Costing or Industrial Accounting, viz., Stores, Materials, Labour, Overhead etc. In exercise of the powers conferred by Section 4(1)(iv) and 4(1)(v) of the Act, the Council has recognised the Final Examination of the Institute of Cost and Works Accountants, London, as equivalent to that of this Institute for purposes of admission to membership of this Institute.

Registration of Students

During the year under report 4,165 students have been enrolled. The total number of Registered Students as on 31st March 1963, less the number who have discontinued paying their annual subscription comes to about 19,965.

Examinations

Intermediate, Final and Management Accountancy Examinations were as usual held in July 1962 and January 1963. The Intermediate Examination under old syllabus was held for the last time in July 1962. The last Final Examination under old syllabus will be

held in July 1963. The total number of candidates who appeared at the different examinations held during the period under report and the number passed are detailed in the statement attached.

The examinations were held at the regular Centres at Ahmedabad, Bangalore, Bombay, Calcutta, Delhi, Gauhati, Hyderabad, Jamshedpur, Lucknow, Madras, Nangal, Patna, Poona, Trivandrum and Waltair. New Examination Centres were also opened at Jabalpur and Jaipur during the year under report.

Coaching Scheme

In view of the poor performances of the students at the examinations of the Institute, the Council has decided to provide facilities of coaching to the students. It has been proposed to introduce compulsory coaching to all students registered with the Institute on and from a date to be specified and to insist on their undergoing the tuition provided under the coaching scheme before they are admitted to the examinations of the Institute. Under the proposed scheme the tuition may take the form either of centralised postal tuition from the Institute or of oral tuition by institutions recognised by the Council in this behalf. The Council and the Training & Educational Facilities Committee are now seized with the finalization of the introduction of the scheme and it is expected that by 1964 the scheme will come into operation.

Regional Councils

In pursuance of Section 23 of the Act and Regulation 114 of the Cost and Works Accountants Regulations, four Regional Councils, namely, the Western India, Southern India, Eastern India and Northern India, were constituted with their headquarters at Bombay, Madras, Calcutta and Delhi respectively. The first Regional Council constituted pursuant to sub-regulation (3) of Regulation 114 of the Cost and Works Accountants Regulations stood dissolved on 30th June 1962 and the second Regional Council was constituted from 1st July 1962, the elections for which were held on 29th June 1962. The names of the members declared elected to the different Regional Councils are given below :

Western India Regional Council (comprising the States of Maharashtra, Gujarat and Madhya Pradesh) :

Shri S. Ganapathisubramanian
Shri N. Ganesan
Shri R. Nanabhoy
Shri N. K. Parikh
Shri R. V. Subramanian

Southern India Regional Council (comprising the States of Madras, Andhra Pradesh, Kerala and Mysore) :

Shri R. Bhojarajan
Shri T. M. Krishnan
Shri S. S. Sankaranarayanan
Shri G. S. Subrahmanyam
Shri T. C. Sundaram

Eastern India Regional Council (comprising the States of West Bengal, Assam, Bihar, Orissa and the Union Territories of Manipur and Tripura) :

Shri N. N. Basu
Shri P. Chakraborty
Shri S. C. Chatterjee
Shri S. N. Makhijani
Shri N. C. Mukherjee
Shri P. K. Ramakrishnan
Shri S. P. Roy
Shri S. Swaminathan

Northern India Regional Council (comprising the States of Uttar Pradesh, Punjab, Rajasthan and the Union Territories of Delhi and Himachal Pradesh) :

Shri A. Phillipos
Shri K. L. Sethi
Shri S. K. Tewari

In addition to the elected members, the members of the Central Council representing a region are also members of the Regional Council concerned.

Shri R. Nanabhoy ceased to be an elected member of the Western India Regional Council on his being elected to the Central Council and the vacancy caused was filled up by the Central Council by co-opting Shri T. R. Gopalakrishnan as a member of the Western India Regional Council.

Since, as against the minimum of five members, only three members were elected to the Northern India Regional Council, the remaining two vacancies were filled up by the Central Council by co-opting Shri M. L. Dhir and Shri S. M. Dugar as members of the Northern India Regional Council.

In discharge of their duties, these Regional Councils have undertaken useful activities, namely, holding of coaching classes for the benefit of the students, periodical lectures, discussions on past question papers, film shows, conferences, seminars, etc. Library facilities also exist in the Regional Councils. The Central Council has from time to time given grants-in-aid for proper equipment of their libraries and offices and for meeting their current expenses in order to enable the Regional Councils to function properly and efficiently.

Disciplinary Matters

The Council is happy to state that during the year under review there was no cause for taking action under Section 21 of the Act.

Practice by Companies

There was no occasion to take any action so far under Section 28 of the Act during the year.

Regulations

Many important amendments to the Cost and Works Accountants Regulations, 1959, were carried out during the year. Some of them relate to the extension of Final Examination under old syllabus up to and inclusive of July 1963 Examination, reducing the waiting period between passing the Intermediate Examination and first appearance in the Final Examination from 18 months to 11 months, allowing exemption in the subjects of new syllabus Intermediate Examination on the basis of exemption granted under old syllabus, filling up by co-option of vacancies in the Regional Councils which remained unfilled by election, etc.

Functions of the Council

The Council has pleasure in reporting that most of the functions mentioned in Section 15 of the Act are being carried out.

Libraries, Reading Room and Offices

The Council has continued to provide library and reading room facilities to students and members as heretofore. With the proposed extension of the Institute's building, it is hoped that better facilities will be available for the users of the Institute's library.

Library and reading room facilities also exist at the headquarters of the Regional Councils.

Convocation

The last Annual Convocation of the Institute was held at Calcutta on 20th December 1962, which was addressed by Hon'ble Shri K. C. Reddy, Union Minister for Commerce & Industry.

At this Convocation Certificates of Pass were conferred on 173 students who were successful in the Intermediate, Final and Management Accountancy Examinations held in January and July 1962. Medals and book prizes were also awarded to students who had shown special merits.

Conferences

The Eighth International Congress of Accountants was held in New York from 23rd to 27th September 1962. The Council's delegate Shri R. K. Ojha, FICWA, participated in the Congress.

The Third Asian and Pacific Accounting Conference was held in Tokyo in October 1962 and the delegates of the Council Shri N. K. Roy, FICWA, Leader, and Shri T. K. Biswas, FICWA, participated in that Conference.

The Sixth All India Conference of Cost and Works Accountants is proposed to be held at Calcutta in 1963. Papers and important topics of interest will be read and discussed at the ensuing Conference and the Council hopes that the members and students by attending in a larger number will make the Conference a grand success.

The Council has approved of a proposal to extend jointly with the Institute of Chartered Accountants of India an invitation to the Asian and Pacific Accounting Conference to hold its Fourth Session in India. A Conference Committee consisting of representatives of the

Councils of both the Institutes has been constituted to take charge of the arrangements to hold the Fourth Asian and Pacific Accounting Conference in India sometime in November 1965.

Journal

In October 1962 the Official Organ of the Institute, "The Cost and Works Accountant" completed its seventh year of useful service to the members, students and others interested in the development of the profession. Its circulation is steadily on the increase and many organisations, Chambers of Commerce and other public bodies have become regular subscribers to the Journal. The Council is thankful to the members and other writers for their continued support and co-operation in making the Journal useful to its readers as before.

Institute's Building

The Council has proposed to extend its present building by constructing an annexe. The construction work has already started and it is expected that the annexe will be completed before the close of the year 1963. It is proposed to accommodate in the annexe the Directorate of the proposed coaching organisation, spacious library and reading room for the students and also to meet the requirements of the Eastern India Regional Council for their Office, Library, etc.

Increased avenues for the Profession

Encouraged by the sympathetic sentiments expressed by Hon'ble Shri K. C. Reddy, Union Minister for Commerce and Industry, at the time of delivering the Institute's Convocation Addresses in 1962, a comprehensive memorandum formulating concrete proposals for the development of the profession has been submitted to the Government and is receiving attention.

Short-term Training Course

The Short-term Training Course of selected Government employees at different levels is being continued. 13 batches of trainees have already completed the training and the 14th batch is now undergoing such training.

Short-term Course on Management Accountancy

Mention was made in the Council's report for the last year about the short-term course on Management Accountancy. The scheme submitted to the Government is at present under consideration of the Ministry of Scientific Research and Cultural Affairs, Government of India, for granting financial aid for the proposed project.

Research

The Research and Publications Committee of the Council has selected the following subjects for undertaking research :

1. Depreciation in relation to Cost;
2. Return on Capital Employed;
3. Productivity and Costs; and
4. Costing in Small Scale Industries.

It is expected that the Research and Publications Committee will be able to produce their reports in the ensuing year.

National Productivity

The Council keeps close liaison with the National Productivity Council and the Regional Productivity Councils. Joint efforts have been and are being made to arrange Conferences, Seminars, Short-term Courses for the benefit of the profession and the public.

Relationship with Government

The Council has pleasure in recording that the Council and the Institute continue to maintain cordial relationship with the Central and State Governments. The Council acknowledges with gratitude the increasing recognition of the importance of the profession by the Governments.

Accounts and Audit

In terms of Regulation 97 the Council reappointed Shri S. N. Banerjee, Chartered Accountant and a member of the Institute, to audit the accounts of the Institute for the year ended 31st March 1963. The audited accounts are appended hereto. The accounts show a surplus of income over expenditure amounting to Rs. 60,493 which has been transferred to the Institute fund.

In the opinion of the Council the financial position of the Institute is satisfactory.

General

The Council has pleasure in reporting that the Employees Co-operative Credit Society formed at the instance of the Council for the benefit of the members of the staff of the Institute has been functioning satisfactorily. The Council has also sanctioned financial grants to the Employees Recreation Club which was started a year ago.

The Council is desirous to record its appreciation of the valuable co-operation and assistance rendered in its task by the Secretary and other members of the staff of the Institute.

S. N. GHOSE

Secretary

Dated : 20th July 1963.

By Order of the Council

V. SRINIVASAN

President

JULY 1962					JANUARY 1963								
Appeared					Passed		Appeared					Passed	
Old Syllabus:													
INTERMEDIATE EXAMINATION													
Part I (completing Intermediate)					15	3							
Part II (completing Intermediate)					821	8							
Parts I & II					156	—	Parts I & II						
						43	Part I						
						1	Part II						
Part I					23	13							
FINAL EXAMINATION													
Part I (completing Final)					1	1	1						1
Part II (completing Final)					756	21	797						74
Parts I & II					274	—	204	Parts I & II					1
						104	Part I					108	
						1	Part II					—	
Part I					51	6	30						17
New Syllabus:													
INTERMEDIATE EXAMINATION													
Group I (completing Intermediate)					5	2	12						5
Group II (completing Intermediate)					1	—	7						4
Group III (completing Intermediate)					43	11	75						22
Groups I & II (completing Intermediate)					4	2	4						1
						1	Group I					1	
						—	Group II					1	
Groups II & III (completing Inter.)					39	1	55						4
						2	Group II					4	
						1	Group III					—	
Groups I & III (completing Inter.)					46	2	60						2
						3	Group I					11	
						3	Group III					2	
Group I					773	106	838						201
Group II					—	—	63						28
Groups I & II					251	7	225	Groups I & II					18
						30	Group I					29	
						57	Group II					27	
Groups I, II & III					280	—	296	Gr. I, II & III					6
						6	Gr. I & II					20	
						3	Gr. II & III					1	
						3	Gr. I & III					4	
						20	Group I					91	
						22	Group II					35	
						10	Group III					7	
FINAL EXAMINATION													
Group I (completing Final)					—	—	—						—
Group II (completing Final)					1	—	1						1
Group III (completing Final)					—	—	—						—
Groups I & II (completing Final)					—	—	—						—
						—	Group I					—	
						—	Group II					—	
Groups I & III (completing Final)					—	—	—						—
						—	Group I					—	
						—	Group III					—	
Groups II & III (completing Final)					—	—	1						—
						—	Group II					—	
						—	Group III					—	
Group I					—	—	4						3
Group II					1	—	—						—
Groups I & II					2	1	5	Groups I & II					1
						—	Group I					4	
						—	Groups II					—	
Groups I, II & III					—	—	4	Gr. I, II & III					1
						—	Gr. I & II					—	
						—	Gr. I & III					—	
						—	Gr. II & III					—	
						—	Gr. I					2	
						—	Gr. II					—	
						—	Gr. III					1	
MANAGEMENT ACCOUNTANCY EXAMINATION													
Gr. I (completing M/A Examination)					1	—	1						—
Gr. II (completing M/A Examination)					—	—	—						—
Groups I & II					1	—	2	Groups I & II					—
						—	Group I					—	
						—	Group II					—	
Group I					5	—	2						—
Group II					1	—	1						1

THE INSTITUTE OF COST AND
Balance Sheet as at

LIABILITIES

Rs.	nP.	PARTICULARS	Rs.	nP.	Rs.	nP.	Rs.	nP.
13,26,999	80	I. INSTITUTE FUND:						
6,00,000	00	(a) Balance as per last Balance Sheet	10,04,684	30				
		Less Transfer to Building Fund (Regional Council)	—					
7,26,999	80	Add:						
1,81,050	00	(b) Admission fees: Students	2,05,800	00				
15,800	00	Admission fees: Members	23,500	00				
52,941	18	(c) Contribution from Govt. of India (Bldg. A/c.) ..	—					
4,621	09	(d) Transfer from Suspense (Balance up to 31-3-60) ..	5,356	94				
2,164	00	(e) Transfer from Library Fund	1,160	00				
21,108	23	(f) Excess of Income over Expenditure	60,493	11			13,00,994	35
10,04,684	30							
6,00,000	00	II. BUILDING FUND (Regional Council)					6,00,000	00
		As per last Balance Sheet						
2,50,000	00	III. RESEARCH FUND:			2,50,000	00		
6,562	50	(a) Balance as per last Balance Sheet						
6,881	90	(b) Interest on Research Fund:	13,444	40				
		As per last Balance Sheet	7,437	80	20,882	20	2,70,882	20
2,63,444	40	Added this year						
2,164	00	IV. LIBRARY FUND						
2,164	00	Received Donation	1,160	00				
		Less value of books purchased, transferred to Insti-	1,160	00				
		tute Fund						
14,250	00	V. CURRENT LIABILITIES			16,375	00		
2,100	00	Library deposit			2,100	00		
9,619	50	Employees Security deposit			10,267	00		
33,843	34	Subscription in advance			35,946	63		
75,435	21	Suspense			35,790	04	1,00,478	67
		Sundry Creditors						
1,35,248	05							

WORKS ACCOUNTANTS OF INDIA

31st March, 1963

ASSETS

Rs. nP.	PARTICULARS	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.
	I. FIXED ASSETS:				
1,40,000 00	(a) Headquarters Buildings:				
	Land at estimated cost as per last Balance Sheet			1,40,000 00	
3,06,434 07	Building as per last Balance Sheet	4,27,514 56			
1,21,080 49	Added this year	811 52	4,28,326 08		
10,687 86	Less Depreciation as per last A/c. Added this year	10,687 86 10,440 93	21,128 79	4,07,197 29	5,47,197 29
5,56,826 70	(b) Furniture & Fittings:				
1,18,968 80	Balance as per last Balance Sheet	1,62,959 36			
2,868 00	Less value of D.C. Fans sold				
46,858 56	Added this year	13,043 04	1,76,002 40		
24,578 54	Less Depreciation as per last Balance Sheet	38,481 34			
13,902 80	Added this year	13,752 10	52,233 44		1,23,768 96
1,24,478 02	(c) Furniture & Fixture (A/c. Regional Council):				
6,066 00	Balance as per last account	9,347 00			
3,281 00	Added this year	675 00	10,022 00		
934 70	Less Depreciation as per last Balance Sheet	934 70			
	Added this year	908 60	1,843 30		8,178 70
8,412 30	(d) Air Conditioners, Water Coolers, etc. :				
80,877 16	As per last Balance Sheet	87,448 56			
6,571 40	Added this year	4,568 82	92,012 38		
8,744 80	Less Depreciation as per last A/c. Added this year	8,744 80 8,326 70	17,071 50		74,940 88
78,703 76	(e) Library:				
32,240 94	As per Balance Sheet	35,030 77			
2,789 83	Added this year	1,587 69	36,618 46		
15,188 62	Less Depreciation as per last Balance Sheet	17,172 82			
1,984 20	Added this year	1,937 40	19,110 22		17,506 24
17,857 95	(f) Library (Regional Council):				
5,183 44	Balance as per last Balance Sheet	10,170 04			
4,986 60	Added this year	1,000 00	11,170 04		
846 30	Less Depreciation as per last A/c. Added this year	846 30 1,031 90	1,878 20		9,291 84
9,323 74	II. INVESTMENT AT COST:				
15,000 00	In 4% Tax-free Govt. Treasury Savings Deposit Cert. ..				15,000 00
6,00,000 00	III. BUILDING FUND (Regional Council):				
	Investment in Short Deposit				6,00,000 00
2,49,625 00	IV. RESEARCH FUND INVESTMENT :				
	In 4½% State Govt. Loan of 1972—Face Value Rs. 250000/- ..			2,49,625 00	
13,819 40	In Short Deposit			21,257 20	2,70,882 20
2,63,444 40	V. EMPLOYEES SECURITY DEPOSIT INVESTMENT:				
2,000 00	In 3½% & 4% Tax-free Govt. Treasury Savings Deposit Certificates			2,000 00	
100 00	In Current Account			100 00	2,100 00
2,100 00	VI. CURRENT ASSETS :				
10,975 90	Publication Stock (as certified)			11,732 32	
8,281 00	Accrued Interest on Deposit			8,177 00	
34,414 13	Outstanding Tuition fee & Cost of Books (Govt. Training Scheme)			25,563 26	
	Electrical Goods Stock			134 44	45,611 02

THE INSTITUTE OF COST AND
Balance Sheet as at

LIABILITIES

Rs.	nP.	PARTICULARS	Rs.	nP.	Rs.	nP.	Rs.	nP.
20,03,376	75						22,72,355	22
		TOTAL						

AUDITOR'S REPORT

I have audited the attached Balance Sheet of the Institute of Cost and Works Accountants of India as at 31st March 1963 and the annexed Income and Expenditure Account for the year ended on that date.

I have obtained all the information and explanations which to the best of my knowledge and belief were necessary for the purpose of my audit.

The Balance Sheet and the Income & Expenditure Account dealt with by the Report are in agreement with the books of accounts.

In my opinion, the accounts are maintained in conformity with the requirements of the Cost and Works Accountants Act and Regulations, 1959.

In my opinion and to the best of my information and according to the explanations given to me, the statement of accounts gives a true and fair view :

- (i) in the case of the Balance Sheet, of the state of affairs as on 31st March 1963, and
- (ii) in the case of the Income and Expenditure Account, of the "Surplus" for the year ended on that date.

S.N. BANERJEA, M.A., G.D.A., F.C.A.
Chartered Accountant
Auditor

Calcutta, the 14th June 1963.

THE INSTITUTE OF COST AND
Income & Expenditure Account

EXPENDITURE

		1961-62						1962-63					
EXAMINATION		ADMINISTRATION		TOTAL		PARTICULARS		EXAMINATION		ADMINISTRATION		TOTAL	
Rs.	nP.	Rs.	nP.	Rs.	nP.			Rs.	nP.	Rs.	nP.	Rs.	nP.
72,442	38	36,221	19	1,08,663	57	To Establishment		99,041	91	49,520	95	1,48,562	86
30,166	86	15,083	43	45,250	29	" Stationery & Printing		21,225	87	10,612	93	31,838	80
13,656	32	6,828	16	20,484	48	" Postage & Telegram		15,544	20	7,772	10	23,316	30
3,799	35	1,899	67	5,699	02	" General Charges		2,421	14	1,210	56	3,631	70
37	02	18	51	55	53	" Advertisement		1,586	11	793	05	2,379	16
14,782	54	7,391	27	22,173	81	" Council & Committee Meeting Expenses		17,386	86	8,693	42	26,080	28
2,292	61	1,146	30	3,438	91	" Electricity		2,669	98	1,334	98	4,004	96
1,098	62	549	30	1,647	92	" Rates & Taxes		1,098	62	549	30	1,647	92
4,122	85	2,061	42	6,184	42	" Contribution to Employees P.F.		6,083	73	3,041	86	9,125	59
1,03,822	25	—	—	1,03,822	25	" Examination Charges		1,04,566	17	—	—	1,04,566	17
—	—	37,297	80	37,297	80	" Contribution to Regional Council		—	—	36,645	63	36,645	63
—	—	1,195	82	1,195	82	" Bank Charges		—	—	1,299	29	1,299	29
—	—	1,200	00	1,200	00	" Audit Fee		—	—	1,200	00	1,200	00
—	—	1,639	60	6,639	60	" Telephone Charges		—	—	2,980	45	2,980	45
522	09	261	04	783	13	" Legal Charges		134	00	67	00	201	00
1,730	61	865	30	2,595	91	" Travelling Allowances		2,030	82	3,753	55	5,784	37
962	70	481	34	1,444	04	" Repair and Maintenance		—	—	1,256	01	1,256	01
24,733	78	12,366	88	27,100	66	" Depreciation		24,265	09	12,132	54	36,397	63
—	—	867	35	867	35	" Prizes		748	42	—	—	748	42
—	—	1,357	68	1,357	68	" Convocation		1,678	97	—	—	1,678	97
3,500	00	—	—	3,500	00	" Remuneration to Suggested Answers		3,600	00	—	—	3,600	00
—	—	—	—	—	—	" Lecturers' Remuneration		—	—	24,685	00	24,685	00
—	—	5,413	66	5,413	66	" Journal		—	—	—	—	—	—
—	—	4,294	00	4,294	00	" Conference		—	—	—	—	—	—
—	—	9,375	50	9,375	50	" Opening Ceremony		—	—	—	—	—	—
599	00	299	50	898	50	" Insurance Premium		582	40	291	20	873	60
—	—	2,908	41	2,908	41	" Value of Furniture & Fittings, Written off :		—	—	—	—	—	—
—	—	—	—	—	—	" Election Expenses		—	—	2,601	75	2,601	75
—	—	—	—	—	—	" Recreation Club Contribution		—	—	200	00	200	00
—	—	84,447	21	84,447	21	" Surplus		—	—	1,47,971	40	1,47,971	40
2,78,268	98	2,35,470	34	5,13,739	32	TOTAL		3,04,664	29	3,18,612	97	6,23,277	26

31st March, 1963

[illegible]

By Order of the Council
V. SRINIVASAN
President

for the year 1962-63

		1961-62						1962-63			
EXAMINATION		ADMINISTRATION		TOTAL		PARTICULARS		EXAMINATION		ADMINISTRATION	
Rs.	nP.	Rs.	nP.	Rs.	nP.			Rs.	nP.	Rs.	nP.
						By Annual Subscription :					
						17,457 50 Members			19,650 00		
						1,55,595 75 Students			1,68,933 75		1,88,583 75
2,08,142	00	1,73,053	25	1,73,053	25	Examination Fee	2,11,275 00		—		2,11 275 00
—		—		2,08,142	00	Interest	—		36,634 34		36,634 34
—		24,843	15	24,843	15	Publication	—		6,658 52		6,658 52
—		5,215	64	5,215	64	Members Restoration Fee ..	—		25 00		25 00
—		25	00	2	00	Members Practice Fee ..	—		225 00		225 00
6,788	00	275	00	275	00	Fee for Marks	5,911 00		—		5,911 00
—		806	58	806	58	Sundry Income	—		1,353 91		1,353 91
—		—		99,798	71	Tuition Fee—Govt. Training ..	—		80,130 23		80,130 23
						Journal— 14,862 88					
						Less Expenses 13,760 66	—		1,102 22		1,012 22
						Nomination Fee	—		3,900 00		3,900 00
63,338	98	—		63,338	98	Deficit :	87,478 29		—		87,478 29
2,78,268	98	2,35,470	34	5,13,739	32	TOTAL	3,04,664 29		3,18,612 97		6,23,277 26

By Order of the Council
V. SRINIVASAN
President

No. 39-CWA(17)/63—In exercise of the powers conferred by sub-Section (1) of Section 39 of the Cost and Works Accountants Act, 1959, (Act No. 23 of 1959), the Council of the Institute of Cost and Works Accountants of India has made the following amendments in the Cost and Works Accountants Regulations, 1959, the same having been previously published and approved by the Central Government as required by sub-Section (3) of the said Section :

In the said Regulations :

I. In Regulation 20 for the words "or has passed the National Diploma in Commerce Examination held by the All India Council for Technical Education", the following words shall be substituted, namely :

"or has passed the National Diploma in Commerce Examination held by the All India Council for Technical Education or any State Board of Technical Education under the authority of the said All India Council."

II. In sub-Regulation (1) of Regulation 30, the existing first proviso shall stand deleted and the following new first proviso shall be substituted, namely :

"Provided that a candidate will not be admitted to any examination unless he has paid all his dues within the seventh day of the second month preceding the month in which the examination is held."

III. In sub-Regulation (5) of Regulation 32 delete the proviso reading "Provided that no exemption under this sub-Regulation shall be admissible after December 1964."

IV. In sub-Regulation (6) of Regulation 32 delete the proviso reading "Provided that no exemption under this sub-Regulation shall be admissible after December 1963."

V. In sub-Regulation (1) of Regulation 33, the existing first proviso shall stand deleted and the following new first proviso shall be substituted, namely :

"Provided that a candidate will not be admitted to any examination unless he has paid all his dues

within the seventh day of the second month preceding the month in which the examination is held."

VI. The proviso to the existing sub-Regulation (5) of Regulation 35 reading "Provided that no exemptions under this sub-Regulation shall be admissible after December 1964", shall be deleted and for the remaining sub-Regulation the following shall be substituted, namely :

"(5) A candidate who has passed in or obtained exemption from Group I or Group II or any of the individual subjects of Group I or Group II of the Final Examination prescribed in sub-Regulation (1) as shown in Column I of the table below shall be entitled to exemption from the corresponding subjects shown in Column II relating to the examination mentioned in Column III :

Column I	Column II	Column III
(i) Industrial Law	(i) Industrial and Commercial Law	(i) Intermediate Examination under Regulation 32(3).
(ii) General Commercial Knowledge and Office Organisation	(ii) Office Methods and General Knowledge of Commerce and Finance.	(ii) Intermediate Examination under Regulation 32(3).
(iii) Advanced Accountancy.	(iii) Advanced Accountancy. (2 papers)	(iii) Final Examination under Regulation 35(3).
(iv) Elements of Statistics.	(iv) Statistical Methods	(iv) Final Examination under Regulation 35(3).
(v) Costing	(v) Costing	(v) Final Examination under Regulation 35(3)".

S. N. GHOSE
Secretary